

## ALTERNATE RANGE CRITERIA 230

Established 7/29/86, Revised 6/1/99

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B.

Range B. This range shall apply to incumbents who have satisfactorily completed either:

1. One year of experience in California state service performing the duties of a Senior Typist, Legal, Range A. or
2. Two years of experience in typing and clerical work, at least one year of which shall have been in work of a legal nature requiring the preparation of a wide variety of legal correspondence, petitions, briefs, motions, depositions, and various legal notices and forms. [(a) academic education above the 12th grade may be substituted for the year of required general experience on the basis of either: (1) one year of general education being equivalent to three months of general experience; or (2) one year of education of a business or commercial nature being equivalent to six months of general experience; or (b) completion of a certified Legal Secretarial Program (minimum of 30 semester units) in an accredited college; or completion of a certificated Legal Secretary Program (minimum of 36 weeks and 900 hours) in a business school accredited by the Accrediting Commission of the Association of Independent Colleges and Schools may be substituted for one year of the required legal work experience.]

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a new rate under the provisions of DPA Rule 599.676.